

## **PART 1 - COMPLYING WITH THE GRIEVANCE PROCEDURE (1000)**

(September 1988)

### **1. WHAT CAN BE GRIEVED**

For rank-and-file employees, a grievance is a dispute involving interpretation, application or enforcement of their collective bargaining agreement.

Supervisors may grieve a wider range of issues, including department policy and application of certain Government Code sections.

### **2. EMPLOYEES MUST COMPLY WITH THE TIME LIMITS ESTABLISHED BY THE GRIEVANCE PROCEDURE WHICH APPLIES TO THEM**

Each bargaining unit may have different time limits for the initial filing of a grievance as well as a specified time frame within which an employee must appeal a decision to the next level of review. If a rank-and-file employee fails to comply with these time limits, the grievance is procedurally incorrect and may be denied at arbitration on that basis alone.

When reviewing a grievance, you must consider both the merits of the case and whether the employee complied with the negotiated time limits for filing or appealing the grievance. If the grievance is tardy, it must be mentioned in the response along with your conclusions about the merits of the case.

### **3. DO NOT INTERFERE WITH ESTABLISHED TIME LIMITS**

Do not do anything to cause an employee or his/her representatives to fail to comply with the time limits. Do not deny the grievance on the grounds of timeliness if the untimeliness is caused by you.

### **4. MAKE SURE TO COMPLY WITH THE TIME LIMITS WHICH APPLY TO YOUR HANDLING OF THE GRIEVANCE**

Like the grievant, you too have negotiated time limits associated with your response.

### **5. EXTENDING TIME LIMITS**

If it is absolutely necessary to extend time limits, it must be mutually agreed upon. This should be put in writing and signed by both parties.

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